

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

STATE POLICY ASSISTANT

JOB DESCRIPTION

Employees in this job are responsible for advising and assisting with the direction of activities in a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee regularly participates in the development and implementation of policies and programs for agencies within state government. The positions have access to confidential information and regular exercise of discretionary power and judgment within the context of general agency policy to determine actions to be taken in carrying out agency missions. An employee in this class may supervise subordinate staff.

There is one classification in this job.

Position Code Title – State Policy Assistant

State Policy Assistant 15

The employee functions as a program or staff assistant to the director or the chief deputy director (or equivalent) of a principal department; or, functions as chief executive officer of a board or commission within a principal department. This classification is the transition class for those positions eligible for the Senior Executive Assistant class in the Senior Executive Service. No new appointments to this class will be made.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Participates in the design, implementation, and evaluation of agency programs as assigned by the director, deputy director, board, or commission.

Prepares reports evaluating the impact, efficiency, and effectiveness of programs.

Transmits the director's, chief deputy director's, board's, or commission's views and desires to supervisors within the department for implementation.

Monitors program operations, and identifies and reports potential and actual problem areas to the director, deputy director, board, or commission.

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Reviews drafted legislation, federal guidelines, newspapers, periodicals, and other pertinent sources to keep abreast of general developments and emergent issues related to the program areas.

Drafts statements, press releases, and speeches for the director, deputy director, board, or commission on programmatic issues.

Reviews legislative proposals for impact on agency, board, or commission programs and policies, and recommends positions or course of action.

Represents the director's, deputy director's, board's, or commission's viewpoint in meetings with agency staff, legislators, citizens, and special interest groups.

Develops criteria and measures the effectiveness of programs in meeting policies as assigned; recommends program changes.

Conducts special studies and makes recommendations concerning organizational design and development, and overall agency, board, or commission policy, perspective, or philosophy.

Participates in the design, implementation, and monitoring of internal management reporting systems.

Participates in agency budget preparation.

Studies agency staffing needs and recommends training and recruitment activities as necessary.

May supervise subordinate staff in the performance of the assigned job function.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Considerable knowledge of program planning, development, and evaluation methods.

Considerable knowledge of fiscal planning and management.

Considerable knowledge of public relations techniques.

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Some knowledge of staffing requirements and training necessary for the accomplishment of agency goals.

Some knowledge of labor relations, fair employment practices, and equal employment opportunity.

Some knowledge of state and federal legislative processes.

Some knowledge of state government organization and functions.

Some knowledge of federal, state, and local relationships as these impact on the operation of a major state department.

Ability to analyze and appraise facts and precedents in making administrative decisions to get to the source of a problem and to probe and obtain critical facts from varied sources.

Ability to recommend policies, procedures, and problem resolutions, based on evidence and knowledge of the administrator's, board's, or commission's viewpoint.

Ability to plan, develop, and evaluate programs.

Ability to motivate and lead others in the accomplishment of a task.

Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a management level.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability and willingness to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

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Experience

Two years of experience as a professional manager, program/staff specialist, or equivalent experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
POLCYAST

Job Code Description
State Policy Assistant

Position Title
State Policy Assistant

Position Code
POLCYAST

Pay Schedule
NERE-065P

ECP Group 4
8/20/2000
MJF/VLWT